

### **CQC Plan Review Checklist**

<b>Contract No.</b>	<b>Date Rec'd:</b>	<b>Award Date:</b>	<b>Short Title:</b>
<b>Contractor:</b>	<b>Reviewed By &amp; Date:</b>		<b>Approved By &amp; Date:</b>
<b>Requirements</b>	<b>Compliance?</b>		<b>Remarks</b> (Briefly explain specific areas of non-compliance)
	<b>Yes</b>	<b>No</b>	
<b>CQC Rep Appointment Letter</b>			
1. Letter signed by officer of contractor firm?			
2. Outlines duties, responsibilities, authority of CQC Rep?			
3. Includes authority to direct removal and replacement of defective work?			
<b>CQC Organizational Chart</b>			
1. Shown in chart form?			
2. Shows direct line of authority from Officer of the Firm to CQC Rep?			
3. Shows distinct separation of CQC Rep from the Superintendent or Project Manager. If not, does contract allow CQC Rep to also be the Superintendent?			
<b>Names &amp; Qualifications of CQC Personnel</b>			
1. Are the names and qualifications of each personnel in the QC organization included?			
2. Are the minimum qualifications of CQC Rep & Alternate CQC Rep met? (See Quality Control specification section)			
3. Are the minimum qualifications of other required QC personnel met? (See Quality Control specification section)			

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<b>Area of Responsibility/Authority of CQC Personnel</b>			
1. Does the Plan describe the responsibility and authority of each personnel in the QC organization?			
2. Does the Plan indicate that the CQC Rep is assigned no other duties but Quality Control (Applicable if the CQC Rep is not the same person as the Superintendent)			
<b>Outside Organizations</b>			
1. Are outside organizations (i.e., Testing Labs, Consultants, etc.) listed and their qualifications included?			
2. Are the services to be provided identified?			
<b>Review Procedures</b>			
1. Does the Plan adequately describes the procedures for review/approval of shop drawings, samples, and other submittals?			
2. Does the Plan include name of person(s) authorized to review/sign submittals?			
3. Are all required submittals keyed to individuals or organizations responsible for their review?			
<b>Inspection Schedule</b>			
1. Are inspection schedules keyed to the construction schedule?			
2. Does the inspection schedule indicate all required tests?			
3. Does the inspection schedule indicate when these tests are to be performed?			

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4. Does the inspection schedule indicate who will be performing these tests?			
5. Are the 3 Phases of inspection identified for each definable feature of work?			
<b>CQC Documentation</b>			
1. Does the Plan contain the following?			
1a. Procedure and method of documenting quality control operations, inspections, testings, etc.			
1b. Copy of all forms and reports to be used.			
1c. Completed submittal log showing all required submittals and actions required by the contractor and government			
1d. Completed testing plan (all required tests listed)			

**Other Review Comments**